

Meeting of the Board of Library Trustees
Tuesday, October 14, 2014

Call to Order

Chair Heather Calvin (HC) called the meeting to order at 7:15. In attendance were trustees Katharine Fennelly (KF), Joyce Radochia (JR), Barbara Muldoon (BM), Adam Delmolino (AD), Diane Gordon (DG) and Frank Murphy (FM). Also in attendance: Library Director Ryan Livergood (RL), and Assistant Director Andrea Nicolay (AN).

Approval of Minutes

The September meeting minutes were approved as amended. (AD/FM)

Communications

No communications received.

Community Time

No community members present.

Library Director Search Process Discussion

Town Human Resources (HR) will conduct interviews with promising candidates, and has asked HC to participate in search committee. A former library director may also join committee, plus deputy Town Manager Andrew Flanagan, and a representative from each of the two unions. Details of hiring process were discussed at length. RL advocated with HR for director candidates to meet staff, but privacy is a concern. FM shared the Trustee handbook with the Town Manager at his request. It's designed as a helping guide. Some discussion ensued about open meeting law. In communities where trustees are elected, a key responsibility is hiring and firing. In communities where trustees are appointed, this is not a responsibility. Suggestion to investigate with HR whether multiple Trustees can participate in the hiring process. RL to advocate with HR that Trustees have more of a role.

FM pointed out that last time there was an opportunity to submit questions directly to HC. Board proceeded to discuss desirable characteristics of new director: political savvy, ability to interact with a wide variety of people, financial savvy, evidence of high energy level (personality wise), writing ability, positive energy, good leader as opposed to good manager because we're always on the cusp of change, someone who is willing to move forward, effective communicator in all settings (Board, public, Adam, Fin Com, various entities). Candidate needs to be able to represent a cause; engender the desire to support the Library. FM comments that technology improvements, and how one deals with tech improvements, is another factor to consider.

Director's Report

New children's librarian is starting tomorrow, 10/15. Stephanie is fantastic, staff are excited she's joining the team. No movement on Russell Fund coordinator, people have contacted us about the position. Concern expressed about gap in services. KF asks about outcome of

conversation with more time or more money. RL reports that former Russell Fund Coordinator was hesitant to add more hours to her schedule, but next person will hopefully be hired at 17 hours vs. 12. The Library had an article published in Library Journal for the second time in a year. We had a lot of new people come into the library for the Doctor Who event. Adult circ is slightly down, but Fox and children's are up.

Collective Bargaining Process Discussion

Goal: build in and negotiate for the flexibility to have more hours and summer weekend hours in particular. RL had a discussion with Town Counsel about the bargaining process. The work rule will be negotiated. RL described some negotiating history. RL gave an overview of partial Saturday scenarios, with salary costs and staff required. Discussion of surrounding communities and Sunday hours that are offered. RL gave feedback about comparative cost of weekend hours at other communities. Discussion of language flexibility in contract. Next contract goes into effect in FY16.

Budget Preparation

RL gave an overview of FY14 and FY15 objectives and goals accomplished. RL suggests that the most help is needed in Adult Services. Maybe part time technology/AS librarian would be useful. More money for cleaning the building is needed, says RL. Community Room needs cleaning and updating. Timing for budget requests? Usually RL would have until mid-Nov., but RL will get the requests in during the next 3-4 weeks. Invite Adam to Nov. or Dec. meeting? RL suggests subcommittee come together with RL, AN, AD, and DG (or other Trustees). AD and DG volunteered again for subcommittee.

Poet Laureate Selection Committee

Board of Trustees will appoint someone, or someone on the Board can serve. This month and next month meetings will take place. Trustees can ask Library Director to appoint someone from staff, too. RL is granted the authority to appoint someone. Motion to grant authority to RL to appoint a staff member (JR/KF).

Robbins Art Fund Request

Biblioboard Creator is part of the MA eBook platform. It will cost us \$5000 to participate in the platform. It would cost \$4K to get Creator on our own, and we could potentially use Art Fund money. Motion to adopt project number 5 (MA eContent Project) within Art Fund Request list. (KF/AD)

Foundation Update

Members have resigned. Subcommittee to address how to attract and keep Board members. Several excellent candidates have come forward. Stationery has been ordered; sending annual reports.

Friends Update

Appreciation event next week 10/23; Memorial concert for John Gearin in Feb. or March.
Science for the Public event tonight.

Unanticipated Items

Russell Fund Coordinator hours allocation. Increase of \$5K. Motion to increase hours up to 17/week. (KF/DG) Ryan expressed thanks to Board. Contact information for Trustees to be sent out.

Next meeting

Thursday, November 13, 7:15 p.m. at the Fox Library Community Room.

Adjournment

Meeting was adjourned at 9:07. (AD/KF)

Materials Distributed

- Meeting agenda
- October 2014 meeting minutes
- Late September/Early October 2014 Director's Report
- FY14 Library Budget Recommendations
- Art Fund Collection Project estimates from Nancy Gentile
- Russell Fund Coordinator salary projections based on hours